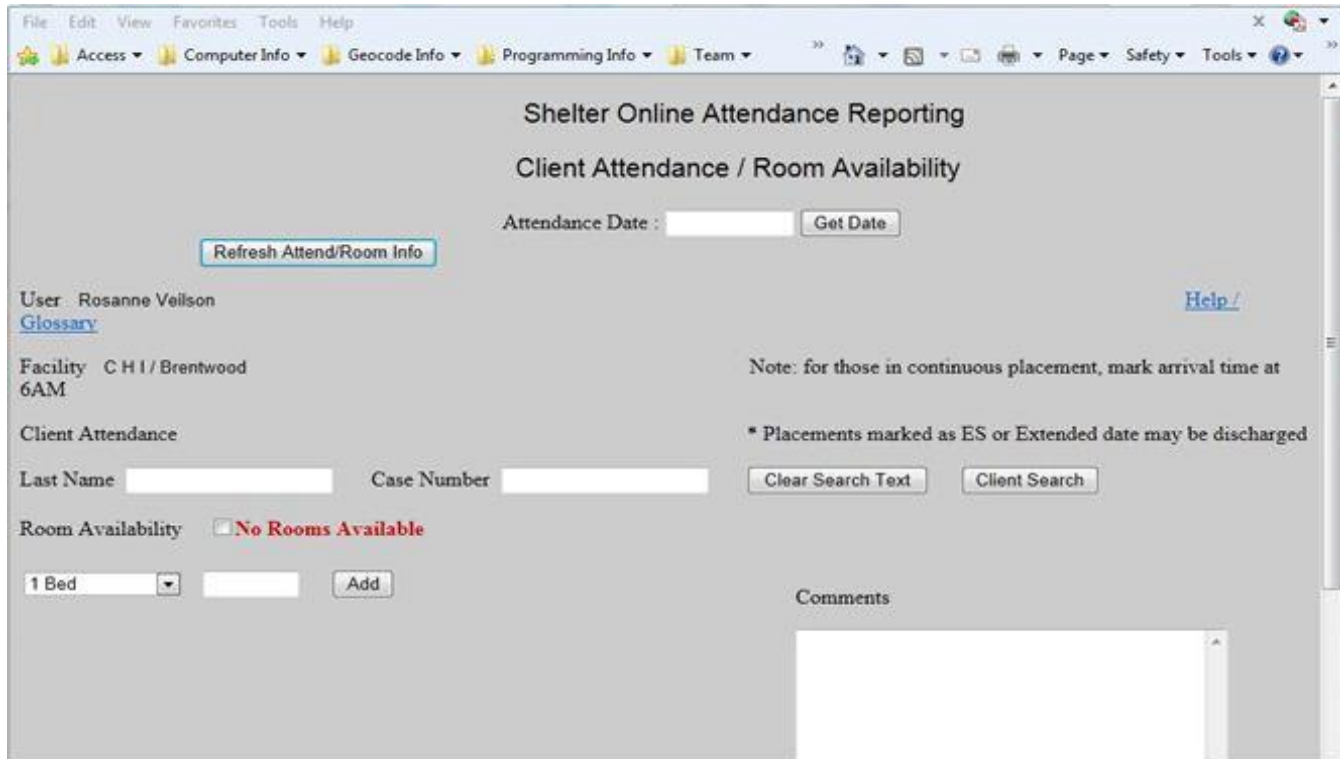


How to create a desktop shortcut for the Shelter Online Attendance Reporting application (Production)

<https://apps.suffolkcountyny.gov/Social%20Services/hsgProvider/ShelterOnlineAttendanceReporting.aspx>

After logging in with your SOAR userid and password, the Shelter Online Attendance Reporting page opens.

The screenshot shows a web browser window with the title "Shelter Online Attendance Reporting". The browser's address bar displays the URL "https://apps.suffolkcountyny.gov/Social%20Services/hsgProvider/ShelterOnlineAttendanceReporting.aspx". The application interface has a menu bar at the top with options: File, Edit, View, Favorites, Tools, Help. Below the menu bar is a toolbar with icons for Access, Computer Info, Geocode Info, Programming Info, and Team. The main content area is titled "Shelter Online Attendance Reporting" and "Client Attendance / Room Availability". It includes a "Refresh Attend/Room Info" button, an "Attendance Date" field with a "Get Date" button, and a "Help" link. The user information section shows "User: Rosanne Veillon" and a "Glossary" link. The facility information is "Facility: CHI / Brentwood 6AM". The "Client Attendance" section has "Last Name" and "Case Number" input fields, a "Clear Search Text" button, and a "Client Search" button. The "Room Availability" section shows "1 Bed" in a dropdown menu, an "Add" button, and a status "No Rooms Available". A "Comments" section is at the bottom right.

Note: Do not create a shortcut to the Log In page! The shortcut must be to the Shelter Online Attendance Reporting page pictured above.

Right click in a gray empty area of the screen
Select "create shortcut" from the menu.

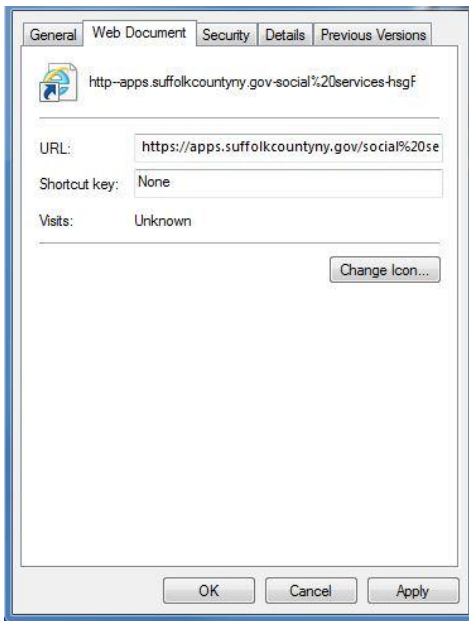
A dialog box opens asking if you want to send shortcut to desktop – select "Yes".

Locate the shortcut on your desktop – right click on it, select "Rename"

Rename shortcut to: DSS SOAR PRODUCTION

Right click on shortcut again

Select properties, a dialog box opens with the URL text box highlighted



Make sure the URL text box contains the following:

[https://apps.suffolkcountyny.gov/Social Services/hsgProvider/ShelterOnlineAttendanceReporting.aspx](https://apps.suffolkcountyny.gov/Social%20Services/hsgProvider/ShelterOnlineAttendanceReporting.aspx)

Note: there is a space between Social and Services (or it may have a %20 – which represents a space)